Mastery Education, Inc.

Title: Editorial Assistant, Language and Reading

Location: Saddle Brook, NJ

Job Type: Co-op/Internship

Compensation Type: Hourly       Wage: $12/hour

Start Date: 5/23/2016          Close Date: 5/20/2016

Job Description: Mastery Education is currently offering an opportunity for college students with an editorial internship opportunity for the Summer 2016. Interns will be provided with the opportunity to participate in editorial assignments while gaining practical work experience.

The Mastery Education Internship Program is available for students currently enrolled in a college or university, who aspire to pursue a career in the education or publishing industries. Internships are anticipated to start late May and will continue through August.

Primary Responsibilities:

The Editorial Intern will assist in various editorial tasks (content review, proofreading, quality assurance testing) related to launching a digital assessment program. The editorial intern will also assist with digital rights and permissions of reading passages. There will be some organizational tasks as well.

Qualifications:

- Knowledge of English Language Arts is a must.
  Knowledge of Microsoft Office
- Fast learner who can follow direction
- Works well with a team

Application Instructions: Please forward resumes to lpeccoralo@masteryeducation.com.

About the Organization:

For the past 25 years, Mastery Education has developed a unique, trusted partnership with schools across the nation. Mastery Education provides rigorous, high-quality content to support teachers and students as they prepare for the next generation assessments. We based our reputation upon understanding the precise needs of students and educators, delivering research-based tools and materials to ensure a successful, accurate and anxiety-free testing experience.